

NOAA Web Committee

Terms of Reference

Purpose:

The National Oceanic and Atmospheric Administration (NOAA) Web Committee, provides leadership and guidance to the overall NOAA Web enterprise. The Committee determines strategies and policies to address NOAA Web related Internet activities while providing technical guidance and policy recommendations to the NOAA CIO and CIO Council. The Committee leads NOAA enterprise-wide development projects and serves as a review board and vehicle for technical coordination of these and other activities and initiatives.

Membership:

- **Chair:** Allison Soussi-Tanani (OAR), 301-713-9040 x186, allison.soussi-tanani@noaa.gov
- **Vice Chair:** Ronald Jones (NWS), 301-713-1381 x130, ronald.c.jones@noaa.gov
- **Executive Secretariat:** Andrew Allegra, (NESDIS) 301-713-3284 x 152, andy.allegra@noaa.gov
- **Members:**
 - NFA – Paul Lineberger
 - NESDIS – Andy Allegra
 - NMAO – Carol Baldwin
 - NMFS – Kevin Holland
 - NOS – Mike Shelby
 - NWS – Ron Jones
 - OAR – Allison Soussi-Tanani
 - USEC – Greg Hernandez
- **Contact person:** Allison Soussi-Tanani (OAR), 301-713-9040 x186, allison.soussi-tanani@noaa.gov
- **Working Groups:** None currently, but ad hoc groups comprised of members of the NOAA Web Committee members, subject matter experts, and volunteers may be established to address specific deliverables. At the conclusion of the specific assignment the ad hoc group will disband.

Roles and Responsibilities:

Members:

- Attend meetings or ensuring there is an official alternate present.
- Communicating the actions, discussions and agreements of the Committee to their operating unit Senior Management and Web community.
- Ensuring that assignments agreed to by the Committee are completed by the target date.

Committee:

The overall role of the Committee is to make recommendations to the NOAA CIO and CIO Council for Web and Internet technologies and activities in support of the NOAA Web presence. The Committee will address major administrative and technical areas important to creating and maintaining a unified NOAA Web presence. In this, the committee will:

- Establish policies, guidelines and best practices for Web related Internet activities;
- Provide leadership, oversight and communication structure for the greater NOAA Web community;
- Employ strategic planning and goal setting for the NOAA Web related Internet activities to meet organizational needs; and
- Ensure an adequate technical architecture to support the NOAA Web presence.

- Promote a mutually beneficial, supportive and non-adversarial working environment that encourages open communication and teamwork.

Meetings, Assessment and Reporting:

Meetings will be held on a weekly basis. Day and time will be determined by a majority vote and can be changed by vote to meet the needs of the Committee membership. Most meetings will be open for general attendance. However, meetings may be closed for discussion of major decisions or sensitive topics.

The Committee will annually assess its accomplishments to determine the "value added" and/or to restructure the committee's goals, terms, and objectives to meet NOAA's strategic goals as they apply to the NOAA Web presence.

The Committee will report to the NOAA CIO and/or the CIO Council as needed, providing information, facilitating discussion or requesting decisions as appropriate.

Decision Making Process:

Decisions will be accomplished by consensus (i.e., no one votes "thumbs down" on an issue). The Chair will strive for consensus on every issue. The Chair maintains 51% of the vote; therefore, the final decision is made by the Chair when consensus is not achieved.

Charter:

The NOAA Web Committee was created under the direction of the NOAA Chief Information Officer and the CIO Council, in October 2004. The committee will stay in effect until terminated by the NOAA CIO or the CIO Council.

The scope of the Committee is to include technologies used on the World Wide Web (Web) and Internet technologies that apply directly to the relay of information on the Web.